

EMPLOYMENT OPPORTUNITY

1. RPA # RPA 021-EMSA
ANALYST'S INITIALS
DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Health Program Manager I	3. POSITION NUMBER 312-700-8427-004	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID S01
7. OFFICE OF Emergency Medical Services Authority	9. LOCATION (CITY or COUNTY) SACRAMENTO		13. MONTHLY SALARY \$5079.00 TO \$6127.00	
8. SEND APPLICATION TO: Karen DeGuire EMS Authority 1930 9 th Street Sacramento, CA 95814	10. WORKING HOURS MON - FRI, DAYS - 8 am - 5 pm - Flexible			
	11. PUBLIC PHONE NUMBER (916) 322-4336			
	12. CALNET NUMBER (8)		14. FILE BY Until Filled	

Please indicate the basis of your eligibility in Section 12 of your application (STD 678). SROA/Surplus employees are encouraged to apply. Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility. Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled. This position has an approved Freeze Exemption. Pending OHR Approval.

Are you looking for a position that's challenging, exciting and on the cutting edge of disaster medical management in California? The DMS Division of the EMS Authority is recruiting for an HPM I – in our Plans and Preparedness Program. Take a look at the DMS Division information page at www.emsa.ca.gov.

Essential Functions: The Disaster Medical Services (DMS) Response Personnel Unit Manager is responsible for leadership and supervision to the DMS Response Personnel Unit and ensure that the program operates effectively and to fulfill its mission. The incumbent provides leadership and program oversight to the Regional Disaster Medical and Health Program and the state medical and mutual aid system.

Special Personal Requirements: Travel within and outside the state of California is required for this position. Anticipate approximately 15% travel. The incumbent will be "on call" outside of normal working hours to assist in the state's medical response to a disaster.

Desirable Qualifications

- Knowledge of and/or experience in disaster planning, emergency medical services, public health administration and/or a health/medical background.
- Strong written, analytical, interpersonal and oral communications skills,
- Excellent leadership and problem solving skills,
- Demonstrated ability to act independently, open-mindedness, flexibility and tact,
- Analyze situations accurately, make recommendations, and take effective action.

Interpersonal Skills

- Work well as part of a team and independently as necessary,
- Build good working relationships with constituents, colleagues, and consultants.

Work Environment, Mental and Physical Abilities

- Office environment, professional work attire
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government
- Ability to travel once or twice per month and work overtime as needed.

How to Apply: Submit a State Application (std. 678) and resume to:
Emergency Medical Services Authority
Karen DeGuire, Personnel Analyst
1930 9th Street
Sacramento, CA 95814

CALIFORNIA STATE GOVERNMENT • EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DGS JOB HOTLINE PHONE (916) 322-5990

CALIFORNIA RELAY SERVICE FROM TDD PHONES 1-800-735-2929